

ERASMUS+ GRANT FOR STUDIES

Checklist administrative procedure

Before, during and after your stay abroad

TIP: If you have any questions or concerns about your Erasmus+ grant, do not hesitate to contact the Scholarships Team. Send us an email (outbound@sea.leidenuniv.nl). We are happy to help!

BEFORE YOUR STAY ABROAD

| | What? | When? | Done? |
|-----|--|--|-------|
| 1 | Go to the Study Abroad Portal . | | |
| 2 | Select your application . | | |
| 3 | Go to the scholarship tab . | | |
| 4 | Select Erasmus+ grant for Studies . | | |
| 5 | Follow the instructions on <i>both</i> the Request Scholarships tab and the Information Scholarships tab to submit your scholarship application. | At least <u>2 months</u> before the start of your Erasmus+ period. | |
| 6 | Whilst awaiting a decision on your scholarship application, create an Online Learning Agreement (OLA) on https://learning-agreement.eu/ . You can create an account by clicking on 'LOG IN'. When arriving at the MyAcademicID platform, when asked 'Login with' you will need to fill out Leiden University. After your first login you are asked to complete your profile. Fill in your information and click 'Save'. You can always edit this later in 'My Account'. This information will be saved and automatically filled in when you create a new OLA. | Directly after submitting your scholarship application. | |
| 7 | Once you are logged in, click on 'Create New' to create a Learning Agreement. Select 'Semester Mobility' as your mobility type. Fill in all the necessary information for the six steps. | | |
| 7.1 | Step 1: Fill in your student information Your student information will be filled in based on the information in 'My Account'. IMPORTANT: Make sure that you fill in the correct academic year! | | |
| 7.2 | Step 2: Sending Institution Information The Responsible Person is the exchange coordinator of your faculty at Leiden University. You can find their contact details on this webpage . Please make sure to also fill in the Administrative Contact Person details (name; email; phone) – note: Responsible Person and Administrative Contact Person can be the same person. | | |

Disclaimer European Commission: Erasmus+ for Studies is funded with support from the European Commission. This publication (checklist) reflects the views only of the author. The European Commission cannot be held responsible for any use which may be made of the information contained in this document.

| | | | |
|-----|---|--|--|
| 7.3 | <p>Step 3: Receiving Institution Information</p> <p>The Name of the Receiving Institution is written in the local language. Please use Google to search for the correct name if you are unable to find them. Also be aware that it needs to be the name of the whole institution and not the name of the faculty or institute that you are doing the exchange.</p> <p>The Responsible Person is the exchange coordinator of your host university. Contact your coordinator at Leiden University if you are unsure who they are and what their email address is. Make sure to double check the email address: otherwise your OLA will not be sent properly!</p> <p>Please make sure to also fill in the Administrative Contact Person details (name; email; phone) – note: Responsible Person and Administrative Contact Person can be the same person.</p> | | |
| 7.4 | <p>Step 4: Proposed Mobility Programme</p> <p>Check the course requirements from your study programme before entering your course selection. You can find the course requirements on the To Arrange before departure page by clicking on your study programme tab.</p> <p>Click ‘Add Component to Table A’ to add courses that you will be following during your exchange. Select the semester and add the number of ECTS. The Component Code refers to the code of the course in the course catalogue. If there is no code, you can fill in a hyphen –</p> <p>Select the language of institution and your language competence.</p> <p>Click ‘Add Component to Table B’ to fill in the courses that you were supposed to follow at Leiden University, if you were not going on a study exchange. If there were no specific courses, you can simply fill in ‘Mobility Window’. Then select the semester and fill in the total number of ECTS.</p> | | |
| 7.5 | <p>Step 5: Virtual Components</p> <p>You can skip this step, unless specifically virtual components were discussed with your coordinator and the partner institution.</p> | | |
| 7.6 | <p>Step 6: Sign your OLA</p> <p>Create your signature in the Signature field and click on ‘Sign and send the Online Learning Agreement’</p> <p>After signing, your coordinator will review the document. If they reject it you will receive an email with a link to your learning agreement. Please click to the last page of the learning agreement (under the signature) to find the reason for rejection. Adjust your OLA and send it again.</p> <p><i>Note: If your host institution is not connected to the Online Learning Agreement please send an email to outbound@sea.leidenuniv.nl to request a learning agreement.</i></p> | | |
| 8 | <p>When the OLA is signed by the coordinator of the receiving institution, the status will change to “signed by both coordinators”. You will also receive an email about this.</p> <p>You can now download your OLA as a pdf file. Please make sure to save it as you will need to upload it in the Study Abroad Portal.</p> | | |
| 8.1 | <p>Optional: Download the Erasmus+ App (erasmusapp.eu) to track your OLA and other useful information.</p> | | |

Disclaimer European Commission: Erasmus+ for Studies is funded with support from the European Commission. This publication (checklist) reflects the views only of the author. The European Commission cannot be held responsible for any use which may be made of the information contained in this document.



| | | | |
|----|---|---|--|
| 9 | If your scholarships application is approved, you will receive a notification via email. Within this email you will find instructions to log in to the Study Abroad Portal where you will see the Acceptance tab . Here you can download the Grant Agreement , please be sure to read it carefully and sign it. | | |
| 10 | After reading and signing your Grant Agreement and completing and downloading your Online Learning Agreement (OLA) , you can upload both documents on the Acceptance tab . Be sure to click on <i>Submit!</i> Please notice that you upload the OLA that is signed by <i>both</i> coordinators. OLAs that are not signed by both coordinators will not be approved. | At least <u>2 weeks</u> before the start of your Erasmus+ period. | |
| 11 | You are highly advised to complete an Online Language Assessment . | | |
| 12 | After accepting your Erasmus+ grant for Studies, you will be asked via email to provide us with your bank account details on the Bank Information tab within the Study Abroad Portal . After doing so in a timely manner the grant will be transferred to your bank account. | At least 2 weeks before the start of your Erasmus+ period. | |

TIP: If you cannot meet the deadline(s) for one or more of the required documents, due to circumstances beyond your control, please inform the Scholarships Team as soon as possible and before the applicable deadline.

Otherwise you run the risk that your application is refused or your grant is (partially) withdrawn. Send an email to outbound@sea.leidenuniv.nl in which you clearly indicate which document(s) you cannot submit on time and why.

Note that it is at all times the responsibility of the student to (1) ensure that all the required documents are complete, signed and submitted within the timelines given and (2) inform the Scholarships Team of any delays in submitting the required documents.

For 'During your stay abroad' section, see next page.

DURING YOUR STAY ABROAD

| | What? | When? | Done? |
|---|---|--|-------|
| 1 | Follow an OLS Language Course , if applicable. | | |
| 2 | Inform the Scholarships Team if any of the following changes to the original (Online) Learning Agreement occur: <ul style="list-style-type: none"> • a change in your proposed study programme • a change in the end date of your Erasmus+ period (you want to extend your study period abroad) | | |
| 3 | If you want to adjust courses after the OLA has been signed by all parties, an additional field will appear: Final LA Table A2, as well as Table B2. | | |
| 4 | Create your signature in the Signature field and click on 'Sign and send the Online Learning Agreement' After signing, your coordinator will review the document. If they reject it you will receive an email with a link to your learning agreement. Please click to the last page of the learning agreement (under the signature) to find the reason for rejection. Adjust your OLA and send it again. When the OLA is signed by the coordinator of the receiving institution, the status will change to "signed by both coordinators". You will also receive an email about this. | | |
| 5 | You can now download your updated OLA as a pdf file and upload it on the During Stay tab within the Study Abroad Portal . Be sure to click on <i>Submit!</i> | <p><i>Change in your study programme?</i> Within 7 weeks after the start of your Erasmus+ period.</p> <p><i>Change in end date?</i> At least 1 month before the end date on your Erasmus+ Grant Agreement.</p> | |

TIP: Check the website of the Erasmus+ Online Linguistic Support (OLS) for an overview of FAQs about the Language Assessment and Course: <https://support.erasmusplusols.eu/hc/en-gb>

For 'After your stay abroad' section, see next page.

AFTER YOUR STAY ABROAD

| | What? | When? | Done? |
|---|--|--|-------|
| 1 | Fill out and submit the Online Participant Report for Erasmus+ students. You will receive an automatic invitation for the report via email. | Within <u>1 month</u> after your Erasmus+ period. | |
| 2 | Ask the Erasmus+ coordinator at your receiving university to fill out and sign the Statement of the Host Institution (you can download this document on the Upon Return tab within the Study Abroad Portal). | | |
| 3 | Upload the signed Statement of the Host Institution on the Upon Return tab within the Study Abroad Portal. Be sure to click on <i>Submit!</i> | Within <u>5 weeks</u> after your Erasmus+ period. | |
| 4 | <p>If your host university issues you with an official Transcript of Records: please upload it in the study abroad portal.</p> <p><u>Steps to take</u></p> <ol style="list-style-type: none"> 1. Go to the Study Abroad Portal 2. Select your application. 3. Go to the Upon return tab 4. Upload the Transcript of Records and click on <i>Submit</i> <p>If your host university will instead send your official Transcript of Records directly to Leiden University there is nothing you have to do. It will be uploaded on your behalf.</p> | Within <u>10 weeks</u> after your Erasmus+ period. | |
| 5 | <p>Based on the start and end date provided in the Statement of the Host Institution, your final grant amount will be calculated.</p> <p>If the final grant amount differs from the initial grant amount, you will receive an email from the Scholarships Team.</p> <p>If you handed in all documents and the final grant amount is equal to the initial grant amount you will receive an email that your file will be closed.</p> | | |

TIP: Save a copy of all the signed Erasmus+ documents for your own administration.